King County
PROJECT/PROGRAM MANAGER I
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION
Management Information Transit Technology Section
Hourly Rate $21.99 - $27.87
Job Announcement No.: 03CY3449TLT
OPEN: 6/2/03   CLOSE: 6/9/03

WHO MAY APPLY: This three-year fully benefited position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 South Jackson St KSC-TR-0419 Seattle, WA 98104**. Or hand deliver applications to **The Career and Employment Center, 201 South Jackson St., Seattle, WA 98104**. Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) *PLEASE NOTE:* Applications not received at the locations specified above will not be processed. Contact Christine Ynzunza at (206) 263-4782 for further inquiries.

FORMS AND MATERIALS REQUIRED: A King County application form, resume and letter of interest detailing your background and describing how you meet or exceed the requirements for this position are required.

WORK LOCATION: King Street Center, Pioneer Square, Seattle, WA

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The workweek is normally Monday through Friday 8 a.m. to 5 p.m.

PRIMARY JOB DUTIES INCLUDE: The primary purpose of this position is to provide administrative staff support to the Central Puget Sound Regional Fare Coordination (RFC) Project. This technical capital project ($40M for seven agencies) will implement a common fare collection system, using smart card technology, for all participating agencies. This position provides general administrative support to the project staff, the partner Agency Site Managers and the project board. The Project Assistant reports to the RFC Project Contract Administrator. This position shall perform duties that may include, but not be limited to those noted below.

- Prepare a variety of project presentation, reporting, analysis and financial materials, using Microsoft Excel, PowerPoint and other Project software
- Schedule, coordinate, provide support (audio visual/materials, etc.) and produce accurate meeting summaries for frequent meetings
- Maintain the project web site
- Maintain up to date rosters of all staff on multiple technical teams for all agencies
- Respond in a timely manner to, and follow up as needed, on project information requests
- Maintain accurate, accessible and complete project electronic and hard copy files; archive and/or destroy materials as required
- Maintain excellent working relationships with other sections and all other agency staff
- Research information on the web, or by contacting other organizations, and prepare written information summaries

QUALIFICATIONS: Three years experience in administrative support, executive assistance or office management, including at least one year of administrative experience involving independent responsibility. Additionally, the following are required:

- Excellent computer skills with proficiency in: Microsoft Excel, Word, Access, PowerPoint, Outlook and website skills.
- Excellent organizational skills are required.
- Professional telephone communications skills.

- Accurate typing and proofreading skills.
- Ability to support multiple staff and to negotiate priorities in workload management.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. Competitive applicants may be invited to participate in a panel interview and written exercise.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 243107